

## **JOB DESCRIPTION/DUTY STATEMENT**

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Job Title: Charge Nurse Shift: \_\_\_\_\_

### **Position Description:**

#### **Los Angeles County Department of Health Services (DHS) Quarantine and Isolation (QI) Medical Shelters**

In response to the COVID-19 crisis, Los Angeles County has established eight quarantine and isolation medical shelters to house COVID-infected or COVID-exposed individuals who cannot quarantine or isolate in their homes, either because they don't have a home or because they cannot remain at home given risks to others in their households. The Charge Nurse assumes responsibility and accountability for a group of staff and clients during quarantine or isolation that provides care to these clients via comprehensive application of therapeutic nursing and coordination of ancillary staff like social workers/tele-psychiatrists from the Los Angeles County Department of Mental Health (DMH) and case managers/client support personnel from various homeless service provider agencies. The Charge Nurse reports to the Lead Nurse.

### **JOB DUTIES/RESPONSIBILITIES:**

The Charge Nurse responsibilities include the following:

- Coordinates daily staff assignments and prepares staffing for next shift
- Receives report from previous charge nurse and handoff to next shift Charge Nurse
- Coordinates and leads group huddle at the start of the shift
- Leads the daily interdisciplinary huddle at 0900
- Reviews daily medication orders and procures from pharmacy
- Performs daily inventory of all house medication and other medical supplies including oxygen
- Coordinates discharges with social work team, to expediate the discharge process
- Complete and update daily activity log
- Coordinates with Site Manager to expedite room turnover
- Assists with patient de-escalation as needed
- Supports the Floor Nurse with critically ill patients
- Maintains patient tracking board
- Checks and responds to e-mails
- Assist the team with incoming calls from pharmacies, shelters, street teams, patient families, security, Los Angeles County Department of Public Health, etc.
- Responsible for patient room assignments based on acuity
- Prepares and sends daily activity report to Nurse Manager and Medical Director at the end of the shift
- Addresses client care, staffing, and any other issue that may arise
- Maintains effective working relations with all members of the work team

- Assigns and assists with work assignments, as needed
- Other duties as assigned by the Lead Nurse

Date Received: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_